

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: LWIA ADMINISTRATORS' QUARTERLY MEETING—OCTOBER 5, 2001

This information bulletin notifies you of the Local Workforce Investment Area (LWIA) Administrators' Quarterly meeting to be held on Friday, October 5, 2001, at the following location:

The Westin Los Angeles Airport Hotel
5400 West Century Boulevard
Los Angeles, California 90045
(310) 216-5858

Reservations must be made directly with the Westin Los Angeles Airport Hotel at (310) 216-5858. The room rate is \$84 per night, 14.045 percent room tax, and \$2.50 per night Energy Surcharge. A block of rooms is being held under "EDD/LWIA Quarterly Meeting." Parking is \$7 per night in the parking garage or \$16 per night for valet parking. Check-in time is 4 p.m. Reservations must be made by September 20, 2001, to guarantee the room rate.

A complimentary shuttle to and from the airport is available from the Los Angeles Airport to the Westin Hotel.

The Web site for the Westin Hotel is www.westin.com. If you find this message "Access to the desired Web page is restricted at this time," go to the bottom of the page and press "Postpone." This will take you directly to the Web site with information of the hotel and driving instructions.

If you need to send material to the hotel for handouts, etc., the address on the package should read:

(Put your name here if you are a guest of the hotel)
(If you are not a guest, please put Sherry Leahy)
The Westin Los Angeles Airport Hotel
5400 West Century Boulevard
Los Angeles, California 90045

On the bottom left hand side of the package please print: Sales Manager-Doug Gilstrap

The LWIA Advisory Committee members will build the agenda at the September conference call. The agenda will then be available as an information bulletin at <http://www.edd.ca.gov/>. The approximate start time will be 8 a.m. and the meeting will end around 4 p.m.

If you have any questions regarding this bulletin, please contact James Scholl, Manager, Internal Technical Support, at (916) 657-4610 or Sherry Leahy at (916) 653-6657.

/S/ BILL BURKE
Chief